

**WESTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
STUDENT SUPPORT LIAISON**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Pre-Collegiate & Access Services  
Danbury, CT - Midtown Campus

**Salary:** \$43,360 – \$74,993\*

**Hours:** Monday – Friday, 35 hours per week

**Job Posting No:** 112098

**Closing Date:** Friday, September 24, 2015

Western Connecticut State University is seeking applications for a Student Support Liaison for the Educational Access and Achievement Program (EAP). This is a full-time, grant-funded position, which is responsible for identifying individuals to participate in the EAP program, and then assisting them in order to ensure they have a successful transition to college during their first year.

**RESPONSIBILITIES:** Assisting with the development and implementation of program activities which will aid participating students in their academic, career, personal, and organizational success; advising and counseling under-prepared and disadvantaged college students; maintaining student records; assisting with formulation of policies and programs that yield assistance to first-generation and/or low-income students; and more.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Bachelor's degree and at least one year of experience of experience in counseling/advising students is required. Experience working with under-prepared and disadvantaged populations as well as working knowledge of MS Office and student databases is required. Demonstrated experience integrating technology into the educational counseling process with students who are exploring their college, career and educational goals as well as demonstrated experience collaborating with instructional departments in order to create support services for students are also required. Experience with community outreach and creating relationships in order to establish community service projects is required. Preference will be given to bi-lingual candidates with the demonstrated ability to read, write, and speak Spanish or Portuguese. As Western is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued. Excellent verbal and written communication skills are required as is experience working with confidential records and documents.

**\*MINIMUM STARTING SALARY:** \$43,360 plus comprehensive benefit package. For more information about our benefits, please refer to the WCSU Human Resources website at: <http://wcsu.edu/hr/benefits/>

**APPLICATION INSTRUCTIONS:** Prospective candidates must apply via e-mail by submitting a cover letter, which includes the contact information for three (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment. In subject line of e-mail reference the following: Your Last Name –Student Support Liaison. Email applications to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). Review of applications begins immediately and continues until Friday, September 25, 2015. Late applications will not be accepted.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.